



# FLATHEAD COUNTY, MONTANA

## Position Vacancy Announcement

POSITION: Deputy Sheriff DATE OPENED: June 1, 2020

DEPARTMENT: Sheriff CLOSING DATE: June 28, 2020

If you have any questions about this position vacancy, call: (406) 758 - 5869

NUMBER OF POSITIONS OPEN: See below

BARGAINING UNIT: AFSCME - Sheriff

☒ FULL TIME  
☐ PART TIME  
☒ REGULAR  
(YEAR ROUND POSITION)  
☐ SEASONAL  
☐ TEMPORARY

IF APPLICABLE:  
TRAINING WAGE: \$ \_\_\_\_\_ per \_\_\_\_\_  
STARTING WAGE: \$ 27.06 per Hour  
SALARY AT:  
1 YEAR STEP: \$ 27.57 per Hour  
3 YEAR STEP: \$ 28.11 per Hour  
5 YEAR STEP: \$ 29.55 per Hour

VISIT [https://flathead.mt.gov/human\\_resources/downloads.php](https://flathead.mt.gov/human_resources/downloads.php) FOR BENEFIT INFORMATION.

SEE ATTACHED JOB DESCRIPTION. Additional information:

- \*This job posting will be used to establish a hiring list for possible future openings
- \*Longevity pay will be paid monthly after completing the first year at the rate of 1% of your base pay for continuous years of service
- \*Please see complete posting for detailed instructions on testing and application requirements. (This posting has 5 pages)
- \*A completed Deputy Sheriff POST application must be submitted by the deadline to be considered.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:

[https://flathead.mt.gov/human\\_resources/apply/](https://flathead.mt.gov/human_resources/apply/)

ALL COMPLETED APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY THROUGH FLATHEAD COUNTY'S WEBSITE BY 5:00 PM ON THE CLOSING DATE. Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

**Phase 1 of testing:** The written test will be on Monday July 6th, 2020 at 8:30 at 1035 1<sup>st</sup> Avenue West, Kalispell, MT (The Earl Bennett building, second floor conference room). This testing will address decision making skills, reading, writing, and basic math. The test will be scored immediately after testing is completed and those who pass will move on to Phase 2. Post certified applicants must show proof of completion of accredited POST academy at check-in. Passing score on the written test is 80 percent and higher. Testing start times may change to fit COVID-19 social distancing guidelines.

**Phase 2 of testing:** The physical testing will be done on Monday July 6th, 2020 at 1 p.m. at the Faith Free Lutheran Church, 405 Liberty Street in Kalispell. A description of the MPAT physical fitness course is available online at [www.doj.mt.gov/wp-content/uploads/MPATsummary.pdf](http://www.doj.mt.gov/wp-content/uploads/MPATsummary.pdf) Prior MPAT scores will not be accepted.

Those who pass both written and physical test will have a board interview on July 7th, 2020. You will be notified Monday after the MPAT test what time your interview is.

*Any questions please contact Commander Nic Salois at 406-758-5869 or [nsalois@flathead.mt.gov](mailto:nsalois@flathead.mt.gov)*

**Examination Requirements:**

1. All applicants must successfully pass written, physical, psychological and drug tests.

**Investigation of the Applicant:**

1. Each applicant must sign a disclosure & authorization waiver regarding background investigation and waiving any objections to a full investigation of their past by the Flathead County Sheriff's Office at the time of testing. **Applicants refusing to complete the waiver will not be considered.**

**This is the only notice of testing dates you will receive.**

*Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

*This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.*

<b>Job Title:</b>	Deputy Sheriff	<b>Job Code:</b>	14100
<b>Department:</b>	Sheriff's Office	<b>Pay Grade:</b>	Sheriff 1
<b>Reports to:</b>	Sheriff	<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

**Department Overview:** The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving warrants and making arrests, and conducting criminal investigations. The mission of the Sheriff's Office is to maintain and improve the quality of life within the community by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility and community commitment.

**Job Summary:**

The Deputy Sheriff is responsible for performing law enforcement and crime prevention work including patrolling of assigned areas, preserving the peace, serving warrants, making arrests and conducting criminal investigations.

**Essential Functions (Major Duties or Responsibilities):** *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Patrol assigned areas and assist local peace officers in protecting life and property by enforcing laws. Observe and assess all situations, activities, and surroundings and take actions to correct, resolve, and control any potential problems, unusual occurrences, and breaches of peace through appropriate application of law, approved departmental policy and sound judgment.
- Serve warrants and make arrests, perform preliminary investigations of complaints and criminal violations and gather evidence and interview witnesses according to legal guidelines and departmental policy. This includes conducting searches, seizing and preventing the circulation of any drugs or contraband, fingerprinting, checking law enforcement files and databases, receiving and recording evidence and property, and related police work.
- Respond to calls for services and take control of crime scenes, identify persons involved, interview witnesses, investigate causes, and administer basic first aid when needed to safeguard the public and preserve peace. Write and file reports, make maps, photos, diagrams and charts describing incidents, crimes and accidents and testify in court as expert or material witness in the interest of promoting justice.
- Serve legal papers such as subpoenas, summons, complaints, and writs of attachment, execution, and restitution to assist in facilitating County and state legal/justice proceedings.

- Make appropriate judgments of needed actions for a wide variety of situations, including legal jurisdiction for interventions, and adapt responses according to established departmental policy, criminal codes, ongoing training, conditions, and specifics of a situation. Use sound, professional judgment and rely on training and common sense to request assistance of other law enforcement officers, public health or safety officials, emergency medical personnel and/or medical examiners staff.
- Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information in a courteous, efficient and timely manner.

**Non-Essential Functions:**

- Attend workshops, law-enforcement seminars, and educational sessions to keep updated on policing strategies, changing laws, and crime trends affecting the County to best serve the community in protecting life and property.
- Coordinate community outreach events and public education programs to foster community relations and to promote a safe community committed to problem solving and respect for the law.
- Perform other duties as assigned including assisting in special operations, attending meetings and conferences, providing backup for other staff, participating in training, etc.

**Physical Demands and Working Conditions:** *The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.*

- Frequent standing, sitting, bending, stooping, twisting of waist, side-to-side turning of neck.
- Fine finger dexterity to operate keyboards, weapons, and writing materials.
- Must give verbal commands in a loud, clear, understandable voice, have excellent vision and hearing.
- Ability to physically subdue a person.
- Work outside in varying temperature.
- Work in rough and uneven terrain.
- Exposure to criminals and danger.

**Supervision Exercised:** The position does not regularly supervise other employees.

**Knowledge, Skills, and Abilities:**

The job requires knowledge of the principles, practices, and techniques of law enforcement; the laws, rules, and regulations enforced by the department; the geography and topography within the County jurisdiction; modern procedures and methods employed in crime detection and investigation; court procedures in criminal and civil trials; criminal behavior patterns and the social factors underlying criminal behavior; first aid methods and their applications; and the use and care of firearms.

The job requires skill in active listening, speaking, critical thinking, social perceptiveness, negotiation, judgment, and decision making while interacting with the community in often tense and volatile situations. Skill in subduing individuals in a physical confrontation bearing duty equipment; safely operating light-duty passenger vehicles and vans; and keyboarding are also required.

This job requires the ability to analyze situations quickly and objectively, to recognize actual and potential danger, and to determine proper course of action; to cope with stress situations firmly, tactfully, and with respect to individual rights; problem-solve; to read, understand law ordinances, rules, and regulations; to observe and remember details; to communicate clearly, verbally, and in writing with proper grammar, syntax, punctuation, vocabulary, and spelling.

**Education and Experience:**

This job requires education and experience equivalent to a high school diploma or a GED certificate.

The job requires a valid Montana driver's license, or eligibility to gain one, and a good driving record. Incumbent must successfully complete the Montana Law Enforcement Academy and meet the other statutory qualifications in M.C.A. 7-32-2104.

Montana P.O.S.T. certified desired but not required.

Action	Date	Reference
Adopted	05/19/2016	Commissioners' Minutes